



# Pantry Partner

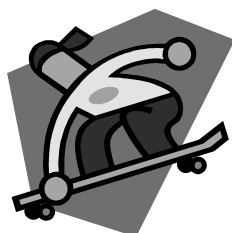
C / O North Dakota Community Action Association

## Supporting Young People in Your Organization

Do you routinely encourage young people to volunteer in your organization? But are challenged by the wide array of issues involved in supporting them to help them not only to make a contribution to your work, but ongoing contributions to the community and society in general?

The *Nonprofit Quarterly* identifies some great tips that can make a huge difference for you and your youth volunteers.

**Avoid stereotypes:** Many young people are classified as lazy, disrespectful, and uncaring.



In most cases, today's youth are some of the most brightest, energetic, compassionate citizens.

**Orientation:** Introduce youth to the entire organization, the mission, history, etc. Youth (as well as all of your volunteers) will not feel "connected" to your organization

if they are simply instructed to do a specific task and don't see how it "fits into the big picture."

**Ask the youth what skills they have:** maybe your young volunteer is a whiz at the computer and can create a new database, website, newsletter, or brochure.

**Involve youth in a variety of activities:** Help youth identify future career paths by involving them in in all facets of operation such as planning, public relations, organizational effectiveness, etc.

Make an investment in the future of your community's young people today!

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May-June 2002

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Grants, resources,  
youth initiatives  
and more!



## New Supplemental Commodity Program

The North Dakota Department of Public Instruction, in collaboration with the North Dakota Community Action Program network, is preparing to launch a new supplemental commodity program across the state.

This new program is aimed at meeting the nutritional needs of low-income elderly, pregnant and breastfeeding

women, other new mothers up to one year postpartum, infants and children up to age six.

*Note:* If mothers and their children qualify for the *Women Infants & Children Nutritional Program (WIC)*, they are referred directly to that program first.

The new commodity program provides bi-monthly distributions of commodity foods such as evaporated milk,

peanut butter, cereals, infant formula, cheese, canned fruits / vegetables, juice, and meat / poultry. This

program compliments the current commodity program administered by the Community Action network.

For more information about the Supplemental Commodity Program contact the Community Action Agency nearest you.



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## Pantry Spotlight: *Our Lady of Grace* in Minot

Step into the halls of *Our Lady of Grace Church Food Pantry* in Minot, and one cannot help but feel welcome and energized by the buzz of volunteers swarming around unpacking food donations and stocking shelves.

The pantry evolved over the years from a small basement cupboard once housed in the Priest's personal residence to a full-scale pantry staffed by numerous volunteers. The pantry grew along with the needs of the city of Minot and the surrounding area.

Lisa Minnette, Director of the Pantry, stated, "The pantry has seen an alarming increase in the number of large working families who just can't seem to make ends meet." "Transportation is also huge barrier for people

trying to attain any type of assistance", Minnette said. As a courtesy to frail and elderly people in the city of Minot, volunteers frequently deliver food.

The Food Pantry is supported by donations from the four local Catholic churches, other surrounding parishes, grocery stores, Community Action Opportunities of Minot,

and a variety of other community based groups. On average, the pantry serves nearly 400 families every month.

If any of the children of the families accessing the food pantry happen to be celebrating an upcoming birthday, they receive an extra-special surprise. A kind-hearted local youth church group creates "birthday bags" filled with a cake mix, candles, a card, and even a small gift. The bags are decorated with pictures and friendly messages and distributed to the welcoming youngsters.

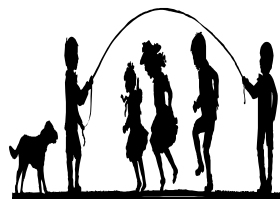
The many families and individuals making a journey to the food pantry are sure to be greeted by a sincere group of caring volunteers with warm smiles. For more information about the pantry contact: 701-852-3002.



## Brightening the Lives of Children: Hasbro Children's Foundation

Hasbro Children's Foundation has funds available for the development and / or expansion of programs that serve economically disadvantaged children under 13 years of age.

One of the initiatives targeted by the Foundation is the development of playgrounds that provide accessibility to children ages 2-12 with



disabilities. The Foundation targets programs that serve low income populations.

Applications are accepted at any time, grants are awarded in amounts ranging from \$500 to \$35,000.

For additional information contact the foundation at:

Hasbro Children's  
Foundation  
32 W 23rd Street, New  
York, NY 10010.  
Phone: 917-606-6226

Website: [www.hasbro.org](http://www.hasbro.org)  
click on the Hasbro  
Children's Foundation link.







## Foundation Spotlight

Handspring Inc. is offering grants opportunities for nonprofit organizations serving at risk children and youth. Types of projects funded include: *programs providing direct services to victims of child abuse or neglect and programs providing assistance to homeless families.* Grants range from \$5,000 to \$10,000 and product donations may also be available. For additional information contact the Handspring Foundation Manager at 189 Bernardo Avenue, Mountain View, CA 94043

The North Dakota Fair Housing Council has a web site located at [www.ndfhc.fairhousing.com](http://www.ndfhc.fairhousing.com). The website contains a variety of information including fair housing practices, educational workshops, and much more.



## Summer Food Service Program Seeks Sponsors

There is still time to become a Summer Food Service Program Sponsor in your community. USDA continues to seek eligible nonprofits and community groups to help feed the 12 million children whose nutrition needs may be going unmet during the summer months.

For more information contact:  
North Dakota Department  
of Public Instruction at  
1-888-338-3663.



## Protecting Your Board: D & O Insurance

Is it harder to attract board members if your nonprofit does not have D&O (directors & officers) insurance? A recent nationwide study conducted by Council Services Plus says *yes!* Claims and lawsuits against nonprofits and their board members are not as uncommon as you may think. Lawsuits in the nonprofit world typically fall into three categories:

- **Public Liability:** bodily or personal injuries or wrongful death of clients or the general public.
- **Management Liability:** errors or omission in the governance or administration of the organization's affairs, conflicts of interest or actions outside of the organization's mission, charter or legal responsibilities.
- **Employment Practices Liability:** civil rights claims most often instituted by prospective, current or former employees, volunteers, or the general public.

What can you do to protect your organization and its board of directors? The first is purchasing insurance. Check with a local agent regarding the legal ramifications and annual premiums for directors and officers insurance and general liability insurance. The second step, and the most important, is risk management. Risk management incorporates a number of different measures that can help reduce the risk of claims:

- *Establish board policies and procedures.*
- *Review bylaws on a regular basis.*
- *Establish personnel policies and employee & volunteer handbooks.*
- *Include safety and risk management statements in handbooks for: accident / incident reporting, facility inspections, and the corrective actions required.*

## TAX TRAPS TO AVOID

- Failure to file a Form 990
- Failure to maintain a checklist to ensure timely tax filings
- Excess benefit transactions, (unreasonable compensation) between an organization and its employees or directors
- Failure to maintain public support test (as found on Form 990)
- Failure to report lobbying activity
- Not making payroll deposits or filing timely payroll returns
- Not collecting or remitting sales tax
- Using benefit plans such as 403(b) plans that do not comply with government regulations
- Failure to disclose goods or services received for contributions in excess of \$75
- Not providing copies of Form 990 when requested by the public or other entities
- Failure to provide acknowledgment letters for contributions of \$250 or more
- Failure to recognize and report unrelated business income



## Tid-Bits to Improve Board Meetings

- Name tags for everyone.
- Post an acronym chart—many of the acronyms used within an organization may be first nature for staff...but sound like a foreign language to board members.
- Write an “anticipated action” for each agenda item. Example: Agenda Item: *Volunteer recruitment and philosophy*: form committee of 3-4 board members. This method will encourage people to generate ideas before they even set foot in the meeting.
- Get input from everyone at the meeting—sometimes the greatest ideas are never brought to life because board members may be shy or intimidated by the “talkers”.
- Make time at every meeting to discuss the two most important matters facing the organization. Many times board meetings are just focused on administrative and fiscal operations. Take time to talk about why your organization exists in the first place: *client demographics & needs, economic trends, etc.*
- Encourage “dumb” questions, respectful dissent, authentic disagreements. Some of the best ideas evolve from these types of conversation.
- Make sure the room is comfortable.
- Adjourn on time—or if you know your schedule is going to run-over—stop the meeting and ask the group if they would mind staying a few minutes longer.



## Information Request

For any additional information or to submit a news bit for the next newsletter, please complete this form and return it the address listed below.

Please send me additional information on:

- |  |  |
|--|--|
| <input type="checkbox"/> Community Action      | <input type="checkbox"/> Food Gleaning               |
| <input type="checkbox"/> Food Dialog Workshop  | <input type="checkbox"/> Grant Opportunities         |
| <input type="checkbox"/> Other: please specify | <input type="checkbox"/> Food Needs Assessment Study |

- ☐ I would like to contribute a story, or news bit for the next newsletter. Please contact me.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

Comments:

## Taking a Look at Other Basic Needs: Housing

Are your clients not only faced with hunger issues but have trouble meeting other basic needs such as housing? The Annie E. Casey Foundation's Technical Assistance / Resource Center recently released a guide that may serve as a good tool for your organization and collaborative partners. *Meeting the Housing Needs of Families*, contains ideas, approaches, and technical assistance resources for neighborhood groups working to help low-income families meet their housing needs.

The guide discusses six housing goals for low-income families with examples of projects that will address these goals, such as how to advocate for more housing options. The report also addresses some of the requests, opportunities, and challenges groups will face in dealing with housing.

The report can be obtained by calling:

410-223-2952



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Bismarck ND 58504



## Nonprofits & The Media: The Communication Gap



In *Good News / Good Deeds: Citizen Effectiveness in the Age of Electronic Democracy*, researchers discuss how nonprofits, the media, and high-tech companies, and average citizens can collaborate to improve communication about community issues. The report points out that while the media tend toward conflict and crime, nonprofits are often engaged in crisis management (e.g. emergency food) or the subtler angles of community building. At the same time each sector views the other as absorbed in their own priorities.

Still, the authors say, nonprofits, media, and even high-tech companies can work together for everyone's benefit—and volunteerism is at the heart of their recommendations. This informative report is available for \$25 at :

[www.goodnewsgooddeeds.org](http://www.goodnewsgooddeeds.org)  
or PO Box 31196  
Seattle WS 98103

## Rural Stress



Summer may bring sunny skies for most, but added stress for many of North Dakota's rural farmers and ranchers. The weather, planting, spraying, and the impending harvest often cause farm families to feel like they are on an emotional and financial roller coaster. Families and individuals do have an avenue to turn to in time of need.

Several organizations can serve as a listening ear and provide guidance to resources. Encourage families and individuals to seek assistance before stress becomes overwhelming. Some great resources include:

- ND Agricultural Mediation Service 1-800-642-4752
- Attorney Referral Service 1-800-932-8880
- HELP LINE: A statewide 24 Hours crisis intervention, information and referral service. 1-800-472-2911



## Meeting the Nutrition Needs of Your Community

Enhance your community by checking out a new web resource on *Community Food Systems* from the Food and Nutrition Information Center (FNIC) at the National Agricultural Library.

A community food system is a system in which the growing, harvesting, production, marketing, distribution, consumption and disposal of food all support the economic, social, nutritional and environmental health of a community or region. Links to general information on community food systems, model food system initiatives, food system research and ideas for how you can contribute to strengthening your community food system are all contained on this page. Whether you work in the field of anti-hunger, food system issues, nutrition or agriculture, this resource can help enhance your work.




## In Remembrance...

Recently, the tiny town of Breien, North Dakota lost a very dedicated and passionate citizen. For nearly ten years, Vivian Gullickson operated an emergency food pantry in her very own backyard. You may recall an article in one of the very first editions of *The Pantry Partner Newsletter* about this dynamic woman who dedicated her "retirement years" to fighting hunger in her community. Upon meeting Gullickson, one could not help but be in complete awe of the energy that radiated from her tiny frame. Gullickson was recognized by former Governor Ed Schafer and the North Dakota Community Action Association in 1998 for her outstanding volunteer efforts. Vivian passed away after a long and courageous battle with cancer. She will be greatly missed by her community, the many families and individuals she helped along the way, and her peers.

*Gullickson was an inspiration to all those she encountered.*





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WE'RE ON THE WEB!  
[WWW.NDCAA.ORG](http://WWW.NDCAA.ORG)

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This newsletter was made possible with a *Community Food & Nutrition Grant* from the *ND Dept of Commerce Division of Community Services*.

## Cookbook Caper: Fundraising at Its Finest

Looking for a great and easy fund raiser for your organization? A food pantry in Ontario, Canada hosted a *Cookbook Caper*, which was a great success. People from all over the community were asked to donate old and new cookbooks to the pantry. The books were then sorted and sold during an open house event, or referred to as a *Caper*. The event not only raised dollars but raised awareness of the food pantry and the food needs of the community.

